



BENJAMIN E. MAYS PREPARATORY SCHOOL

APPLICATION FOR EMPLOYMENT

Benjamin E. Mays Preparatory School • 200 Broadway, Suite, 108 • New Orleans, LA 70118

POSITION: _____

Applications that do not contain adequate information will be either delayed or not processed.

CHECK ONE: Full-Time Part-Time/Enrichment Either

Please type.

Name Last	First	Middle	Former Name
Street Address (See Mailing Address if P.O. Box)			Social Security No.
City	State	Zip Code	(Area Code) Home Phone No.
Mailing Address (if different from Street Address)			(Area Code) Work Phone No.
EDUCATIONAL AND PROFESSIONAL TRAINING			
SCHOOL	LOCATION	DATES ATTENDED (Mo/Yr) to (Mo/Yr)	DIPLOMA/DEGREE EARNED
High School		to	Highest Grade Completed:
College		to	
Graduate		to	
Special Studies:		to	
Undergraduate Major:		Graduate Major:	
Undergraduate Minor:		Licenses/Certifications:	

*Where applicable, this Application for Employment is not complete until transcripts from all colleges and universities listed have been received at the above address.

Have you ever filed a written Application for Employment with us? Yes No If yes, when? _____
 Have you worked for the Recovery School District before? Yes No If yes, where? _____
 May we contact your current employer? Yes No If yes, name and phone # _____
 Are you legally eligible for employment in the United States? Yes No _____

Indicate schedule(s) available to work: <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Both	Active Military Service: Branch: _____ Induction Date: _____
Expected Salary: _____	Type of Discharge: _____ Separation Date: _____

Have you ever been convicted of a felony or misdemeanor, including pleading nolo contendere, or are you under investigation for any such offense, other than a minor traffic offense? (Do not include minor traffic violations for which a fine of \$35 or less was imposed. All other convictions **must be included even if they were pardoned.**) Yes No If the answer is "Yes," complete the information below. Convictions will not necessarily disqualify an applicant from employment. *You must respond to this question.*

CONVICTED FOR	DATE	PLACE CONVICTED	DISPOSITION

Please initial to indicate that you understand misrepresentation or omissions related to convictions may disqualify you from further consideration of employment at Benjamin E. Mays Preparatory School. _____

EMPLOYMENT RECORD (List present or most recent employer first. Attach additional sheets if necessary)

1. Employer: Area/Telephone: Extension:	Your Position: Salary: Supervisor's Name:	From: To:
Street: City: State: Zip Code:	Reason for Leaving:	Total Experience: Years/Months
2. Employer: Area/Telephone: Extension:	Your Position: Salary: Supervisor's Name:	From: To:
Street: City: State: Zip Code:	Reason for Leaving:	Total Experience: Years/ Months
3. Employer: Area/Telephone: Extension:	Your Position: Salary: Supervisor's Name:	From: To:
Street: City: State: Zip Code:	Reason for Leaving:	Total Experience: Years/Months
4. Employer: Area/Telephone: Extension:	Your Position: Salary: Supervisor's Name:	From: To:
Street: City: State: Zip Code:	Reason for Leaving:	Total Experience: Years/Months
5. Employer: Area/Telephone: Extension:	Your Position: Salary: Supervisor's Name:	From: To:
Street: City: State: Zip Code:	Reason for Leaving:	Total Experience: Years/ Months

This will certify that all statements contained herein are complete and accurate. Incomplete or inaccurate information may result in termination of employment and other penalties provided in the Louisiana Code regarding "making false statements" and/or "falsification of government records." By signing this application I am authorizing the release of any information, including financial and criminal records needed to properly evaluate my candidacy for employment. I also understand that applications submitted electronically, via e-mail or similar media, are not valid unless my name is entered in the field below. Such action shall constitute an electronic signature.

Signature: _____ **Date:** _____

Benjamin E. Mays Preparatory School does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).